

**REQUEST FOR IN-SERVICE TRAINING TO BE APPROVED  
AND PLACED ON DCTE IN-SERVICE TRAINING WEBSITE  
(<https://dcte.ade.arkansas.gov/Page/CteProfessionalDevelopment>)**

-- Request should be submitted to Associate Director at least 30 days prior to start --

Program Area: Business & Marketing  
Name of Workshop: Medical Office Administration  
Date of Workshop: Tuesday January 5, 2021  
Begin/End Time: 4:00 PM - 6:00 PM  
Location: Virtual

Description: Third installment of Professional Development for teachers of Medical Office Administration  
External Fiscal Agent:

Audience: Business & Marketing Teachers

Prerequisites: NONE

Registration Fee: \$0.00

Registration Deadline: December 29, 2020

Cancellation Policy: All cancellations are due 24 hours prior to the start of the conference. If a cancellation is not received within 24 hours of the start time of the conference, the attendee will be responsible for the full amount of the registration fee. Registration fees are transferable. All payments should be remitted to Arkansas Department of Education, Division of Career and Technical Education, Fiscal and Administrative Services, Four Capitol Mall, Room 204-A, Little Rock, AR 72201

Registration Process: <http://www.thinkregistration.com/arinsrv/reg>

Contact Person at DCTE (name/address/phone): Chris Davis - [chris.davis@arkansas.gov](mailto:chris.davis@arkansas.gov)

Specify each item and its cost that comprise the registration fee (examples are trainer fee, room rental, a/v equipment, teacher set of materials, meal, etc.)

ITEM	COST
<b>Total Cost</b>	<b>\$0.00</b>

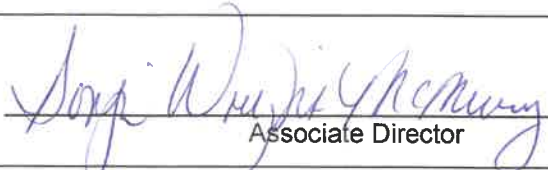
Number of Anticipated Participants = 100

Professional Development Focus Area(s):

- |  |  |
|--|--|
| <input type="checkbox"/> 08.02.01 Content (K-12)                                   | <input type="checkbox"/> 08.02.09 Next generation learning/integrated technology                   |
| <input checked="" type="checkbox"/> 08.02.02 Instructional strategies              | <input type="checkbox"/> 08.02.10 Principles of learning/developmental stages/<br>diverse learners |
| <input type="checkbox"/> 08.02.03 Assessment/data-driven decision making           | <input type="checkbox"/> 08.02.11 Cognitive research   |
| <input type="checkbox"/> 08.02.04 Advocacy/leadership/fiscal management            | <input type="checkbox"/> 08.02.12 Parent involvement/academic planning &<br>scholarship            |
| <input type="checkbox"/> 08.02.05 Systemic change process                          | <input type="checkbox"/> 08.02.13 Collaborative learning community                                 |
| <input type="checkbox"/> 08.02.06 Standards, frameworks, & curriculum<br>alignment | <input type="checkbox"/> 08.02.14 Student health & wellness  |
| <input type="checkbox"/> 08.02.07 Supervision                                      | <input type="checkbox"/> 08.02.15 Code of Ethics for Arkansas Educators                            |
| <input type="checkbox"/> 08.02.08 Mentoring/peer coaching                          |  |

Manager: 

Date: 10/28/2020

<input type="checkbox"/> Approved for Perkins Funds <input type="checkbox"/> Recommended but not approved for Perkins Funds <input type="checkbox"/> Not Approved for Perkins Funds	<u></u> Associate Director
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